



# Community Development Department - Planning Division

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## *Land Division* *(Tentative Tract Map or Parcel Map)*

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If you want to divide your property into four or fewer parcels (or more parcels for most commercial and industrial parcel maps), the appropriate process is a Parcel Map. Minor lot line adjustments or property consolidation can be considered under the parcel map waiver process. If you want to adjust or delete lot lines between two or more lots or combine properties, you can do so under a Parcel Map Waiver or lot line adjustment. Variances from the setback, building coverage, and lot size standards may be requested at the same time.

Subdividing your property into five or more lots will require a Tract Map (except for some commercial and industrial subdivisions which may be able to be processed as a parcel map)

**APPLICATION SUBMITTAL:** Applications will be conditionally accepted on the presumption that the information, materials and signatures are complete and accurate. If the application is incomplete or inaccurate, your project may be delayed until corrections or additions are received.

**APPLICATION PROCESSING:** Upon receipt of a complete and accurate application including applicable fees, Planning staff will review your application and prepare a staff report which will be mailed to you approximately one week prior to the City Planning Commission meeting (refer to the City Planning Commission tentative schedule for the approximate date). Extra copies are available from the Planning & Building Department.

**TIME:** The initial review will be done within 30-60 days of submittal of a complete application.

**HEARINGS:** If a hearing is required, the applicant, a representative, or the legal owner should be present.

**APPEAL PROCESS:** If your request is denied, you have the right to appeal. Appeal information is available from the Planning & Building Department, on the City website or in the final report.

**PLANNING FEES:** See current Fee Schedule (***FILING FEES ARE GENERALLY NOT REFUNDABLE***)

**REQUIRED ITEMS FOR FILING** (The following checklist gives you the requirements for application):

- ☐ One (1) copy of the completed General Application form.
- ☐ One (1) copy Environmental Information Form. (*For scheduling use CEQA scheduled meeting dates.*)

*The Planning Department may, during the course of its initial review of the application, determine that additional information is required, such as biological, traffic, noise or archeological studies. The Planning Department may require the submittal of supplemental materials as necessary. All required information must be submitted in order to complete the application prior to the matter being scheduled for review by the City Planning Commission.*

- ☐ Thirty-seven (37) copies of Tentative Map.  
*See attached "Applicant Check List for Map Submittals" for information required on map. These copies must be folded to 8-1/2 x 11 inch so that the bottom right corner shows.*
- ☐ One (1) copy of all graphics reduced to an 8-1/2 x 11 inch size.  
*See Instructions for the Preparation of Reduced Graphics (attached) for the acceptable types of graphic reductions.*
- ☐ One (1) copy of application to the Riverside County Airport Land Use Commission (ALUC)  
*The ALUC application is required at the time this application is filed if the project site is within an Airport Influence Area (see attached maps). See "ALUC Information" handout for further information.*
- ☐ One (1) copy Hazardous Site Review Questionnaire
- ☐ One (1) copy Hazardous Materials Questionnaires
- ☐ One (1) copy Preliminary grading plans.  
*Please see "Planning Commission Environmental Review of Grading Plans" handout for grading review filing requirements.*

In some instances, environmental review of grading will be required in conjunction with the processing of your application. Environmental review will be required if your project involves grading and:

- a. The property to be graded has an average natural slope of 10% or greater; and/or
  - b. The property is in the RC - Residential Conservation Zone; and/or
  - c. The property is located within or adjacent to the Mockingbird Canyon, Woodcrest, Prenda, Alessandro, Tequesquite, or Springbrook Arroyo, a blueline stream identified on USGS maps, a waterway or wetland area.
- ☐ Two (2) copies of Variance Justification Form for each variance requested.
- ☐ One (1) copy Plat Map of the Subject Property. (Assessor's Map showing the subject parcel(s) is acceptable.)
- ☐ One (1) building code analysis for existing buildings or structures
- If there are any buildings or structures on the site, excluding residential, a building code analysis is required to include the following information:
- a. Size of building including total square footage of all stories.
  - b. Type of construction.
  - c. Allowable area and any area increases taken due to the location on the property prior to any subdivision.
  - d. Any rated walls and openings in walls closer than 20 feet to the new property line.

#### ***APPLICANT CHECKLIST FOR MAP SUBMITTALS***

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- ☐ All maps must be consistent with the General Plan and should comply with applicable zoning regulations.
- ☐ Tract or parcel map number assigned by the Riverside County Surveyor.
- ☐ Suggested tentative map dimensions: Standard 18" x 26" sheet.
- ☐ The map shall be prepared by, or under the direction of, a registered civil engineer or licensed land surveyor. The applicable registration or license number should be stamped on the map.
- ☐ Date of preparation, north point and scale of the map. If based on a survey, the date of the survey.
- ☐ Riverside County Assessor's parcel number(s) of the property included within the map.
- ☐ Boundaries of the subdivision with suitable ties to readily locate the property.
- ☐ A vicinity map showing the location of the proposed subdivision.
- ☐ A statement of existing and proposed uses of the property with the approximate areas of the proposed uses by type, the total area of the tract.
- ☐ Boundaries of existing and proposed public areas in or adjacent to the tract, with the nature of each indicated by label; the area of each parcel proposed for public use to the nearest one tenth acre.
- ☐ Tract numbers of adjacent subdivisions and property lines sufficient to show their relationship to the proposed subdivision.
- ☐ Lines and approximate dimensions of all lots and the number assigned to each lot; the total number of lots and the approximate area of the smallest lot.
- ☐ Locations, widths and grades of all streets, alleys, pedestrian ways and other rights-of-way and proposed street names; the radius of each curve; any planned line for street widening or for any other public project in or adjacent to the tract.
- ☐ Contour lines at five foot intervals or less where the slope of the land is 1% or more and contour lines at two foot intervals or less where the slope of the land is less than 1%. Topographic information shall be sufficient fully to show the configuration of the land and any and all depressions that present drainage problems and shall extend beyond the tract boundaries where necessary to show essential conditions. Preliminary grading plans should be noted.
- ☐ The outlines of groves of trees and orchards, the approximate location of other trees with a trunk diameter of six inches or more and an indication of trees that are to remain on the lots. ☐ Location of irrigation lines and wind machines (RA-5 Zone only).
- ☐ Location, width and direction of flow of all water courses and the outline of any area subject to flooding or storm water overflow.
- ☐ Proposals for handling storm water and drainage.
- ☐ A statement of the proposals for sewage disposal, water supply, electric service, gas service, telephone service, television receptions and for other utilities.
- ☐ Location of all railroads, buildings and other structures and all natural obstacles and an indication of any physical restrictions or conditions in the subdivision which affects the use of the property; distances between all buildings to remain and property lines shall be shown.
- ☐ Locations, widths and purposes of all existing and proposed easements for utilities, drainage and other public purposes shown by dashed lines.
- ☐ Locations of existing utilities in and adjacent to the tract; size and invert elevation of sanitary and storm sewers; size of water mains, if sewers and water mains are not in or adjacent to the tract, the direction and distance to the nearest sewer and water main with invert elevation of sewer and size of main.
- ☐ Identification of all blue line streams and/or major arroyos, including precise definition of the 100-year flood zone and setback therefrom should be included on the plans, if applicable. Note: Should the site include a blue line stream or involve any other issue that requires State agency review, State law requires a 30-day review period for the initial Study and may require that the case be heard at a later hearing date to accommodate the review.
- ☐ Grading information as described under the grading section of this handout and in the "Planning Commission Environmental Review of Grading Plans" handout, if applicable.